

## **Article 2. Disclosure of Commission Records**

### **§ 2501. Policy.**

The California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state, and has also recognized that there are sound reasons for protecting privacy. The Commission has adopted these regulations so that members of the public will fully understand and be given the opportunity to exercise their right to inspect and copy Commission records with the least possible delay and expense, and so that legitimate interests in confidentiality will be protected.

Note: Authority cited: Sections 25213 and 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Sections 6250 and 6254, Government Code and Sections 25223 and 25321, Public Resources Code.

### **§ 2502. Scope.**

This Article applies to inspection and copying of all records. It applies to any person making any request to copy or inspect records. It applies to any request by any person for the commission to keep a record confidential, including, but not limited to, requests pursuant to Section 25321 of the Public Resources Code.

Note: Authority cited: Sections 25213 and 25218(e), Public Resources Code, and Section 6253(a), Government Code. Reference: Sections 25223 and 25321, Public Resources Code.

### **§ 2503. Construction and Definitions.**

(a) This Article implements the California Public Records Act (Sections 6250-~~6261~~et seq. of the Government Code) and shall be construed in a manner consistent with that Act.

(b) ~~Unless the context requires otherwise, f~~For purposes of this Article the following definitions in the California Public Records Act and the following definitions shall apply:

~~—(1)— "Record" means any writing containing information relating to the conduct of public business prepared, owned, used, or retained by the Commission, regardless of physical form. "Record" includes "confidential record" as defined by Section 2503(b)(4).~~

~~—(2)— "Writing" means handwriting, typewriting, printing, photostating, photographing, or any other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, on any paper, map, magnetic or paper tape, photographic film or print, magnetic or punched card, disc, drum, or other document.~~

COMMENT: ~~—The definitions of "record" and "writing" are derived from Sections 6252(d) and 6252(e) of the Government Code. These definitions are designed to be as broad as possible and to require a focus on substantive information rather than on form. As the Legislative Committee which drafted the Public Records Act stated, "[the definitions are] intended to cover every conceivable kind of record that is involved in the governmental process and will pertain to any new form of record-keeping as it is developed. Only purely personal information unrelated to 'the conduct of the public's business' could be considered exempt from [these] definition[s], i.e., the shopping list phoned from home, the letter to a public officer from a friend which is totally void of reference to governmental activities." ("A Final Report of the California State Assembly Statewide Information Policy Committee," Appendix to Journal of the Assembly, 1970, Volume 1, page 9.)~~

(31) "Private third party" means any person other than a federal, state, regional, or local governmental body or a person under contract to such a governmental body.

(42) "Confidential record" means a record which has been determined to be confidential and unavailable to the public pursuant to Section 2505 or 2506.

(53) "Applicant" means a private third party requesting the Commission to keep a record confidential pursuant to Section 2505.

(64) "Application" means a request, pursuant to Section 2505, that the Commission keep a record confidential.

(75) "Petitioner" means a person requesting to inspect or copy a confidential record pursuant to Section 2506.

(86) "Petition" means a request, pursuant to Section 2506, to inspect or copy a confidential record.

Note: Authority cited: Sections 25213 and 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Section 25223, Public Resources Code and Sections 6250-6261. Government Code.

#### **§ 2504. Inspection and Copying.**

(a) ~~Requests.~~ This section applies to all records, except records deemed confidential, which are subject to the provisions of Section 2506.

(b) A request to inspect or copy a record may be made orally or in writing to the Office or Division where the record is kept, or to the Executive Director ~~or to the Communications Office~~. The Public Adviser will assist persons in requesting records. A request shall describe the

record sought in sufficient detail so that it can be identified and found by a Commission employee. ~~Persons requesting to inspect or copy records need not provide any information about their reasons for wishing to examine records.~~

(bc) Time and Place. A request to inspect or copy a readily identifiable and available record shall be satisfied within ~~eight working hours~~ ten days of receipt of the request unless the need to complete processing or filing of the record, the use of the record by another person or a Commission employee, the volume of requests, ~~or the unavailability of Commission employees,~~ or other unusual circumstances renders such a response impracticable, in which case the Commission will notify the person making the request of the need for an extension within ten days of the request. Such extension shall not exceed ten working days. All records except records determined to be confidential pursuant to Section 2505 or Section 2506 shall be made available for inspection and copying Monday through Friday, generally between 8 a.m. and 5 p.m. at the Commission's offices. ~~Records submitted to the Commission but not yet processed or filed are not available for inspection or copying until all necessary processing is completed; provided, however, that no processing or filing shall delay making a record available for more than two working days.~~ The Executive Director shall make reasonable efforts to provide facilities for inspection of records, including a desk for notetaking.

(ed) Protection of Records.

Records may be inspected or copied only at Commission offices. The Executive Director may designate a particular place for the public to inspect or copy records. He or she may establish procedures for responding in a fair and orderly manner to numerous requests, including, when strictly necessary to prevent disruption of Commission functions, establishing a specific time each day for inspection and copying. He or she may require a Commission employee to be present at the time of inspection or copying, but such employee shall not disturb a person inspecting or copying records. Where necessary, copies of records rather than originals may be provided for inspection.

COMMENT: ~~These provisions are for the protection of records and to allow the Commission to function smoothly while responding to requests for records. They will not be used in any way to delay or hinder inspection or copying of records. The rule in Section 2504(b) that records are available between 8 a.m. and 5 p.m. will be overridden only when strictly necessary to prevent disruption of Commission activities.~~

(de) Computer Records.

Inspection and copying of computer records and other records whose form makes inspection or copying difficult or impracticable shall be in a manner determined by the Executive Director. If providing an exact copy is impracticable, some type of copy shall nevertheless be provided.

(ef) Copies.

Except for records determined to be confidential pursuant to Section 2505 or Section 2506, copies and certified copies of all records are available to any person for a fee. ~~The fee which~~ shall be paid at the time a request is made. ~~A request for a copy of a readily identifiable and available record, accompanied by proper payment, shall be satisfied within ten working days.~~ The fee for providing a copy or a certified copy shall be no higher than the actual cost of providing the copy, or the prescribed statutory fee, whichever is less.

~~—(f)— Requests for Confidential Records.~~

~~—If a person requests to inspect or copy a record determined to be confidential pursuant to Section 2505 or Section 2506, the Staff shall:~~

~~—(1)— inform the person that the record is confidential and is unavailable;~~

~~—(2)— briefly explain the procedures available to obtain confidential records pursuant to Section 2506;~~

~~—(3)— give the person a copy of these regulations;~~

~~—(4)— give the person a copy of the Executive Director's determination of confidentiality, or the Commission's, as the case may be; and~~

~~—(5)— inform the person of the assistance available from the Public Adviser.~~

NOTE: Authority cited: Sections 25213 and 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Section 25223, Public Resources Code and Sections 6253(a), 6256 and 6257, Government Code.

**§ 2505. Designation of Confidential Records.**

~~—No confidential record, or record which is the subject of a pending application, shall be disclosed except as provided by Section 2506 or 2507, unless disclosure is ordered by a court of competent jurisdiction.~~

~~—(a)— Application for Confidential Designation.~~

—(a) Third Parties.

—(1) Any private third party giving custody or ownership of a record to the Commission shall indicate any desire that it be designated a confidential record and not publicly disclosed but  
f. Failure to so indicate at the time the record is submitted to the Commission is not a waiver of

the right to request confidentiality later; however, if the Commission releases a record to a member of the public after it has been submitted but before a request for confidentiality has been received, the Commission cannot thereafter keep the record confidential. Although the record itself shall remain confidential during the application process, subject to the provisions of Section 2507(b), the application itself is a public document. An application for confidential designation shall:

(4A) be on a sheet or sheets separate from but attached to the record;

(2B) specifically indicate those parts of the record which should be kept confidential;

(3C) state the length of time the record should be kept confidential, and provide justification for the length of time;

(4D) cite and discuss ~~(i) the provisions of the Public Records Act or other law which allow the Commission to keep the record confidential and (ii) the public interest in nondisclosure of the record.~~ If the applicant believes that the record should not be disclosed because it contains trade secrets or its disclosure would otherwise cause loss of a competitive advantage, the application shall also state the specific nature of the advantage and how it would be lost, including the value of the information to the applicant, and the ease or difficulty with which the information could be legitimately acquired or duplicated by others;

(5E) state whether the information may be disclosed if it is aggregated with other information or masked to conceal certain portions, and if so the degree of aggregation or masking required. If the information cannot be disclosed even if aggregated with other information or masked, the application shall justify why it cannot;

(6F) state whether and how the information is kept confidential by the applicant and whether it has ever been disclosed to a person other than an employee of the applicant, and if so under what circumstances;

(7G) contain the following certification executed by the person primarily responsible for preparing the application: "I certify under penalty of perjury that the information contained in this application for confidential designation is true, correct, and complete to the best of my knowledge." Where the applicant is a company firm, partnership, trust, corporation, or other business entity, or an organization, or association, the certification shall also state that the person preparing the request is authorized to make the application and certification on behalf of the entity, organization, or association.

If the record contains information which the applicant has received from another party who has demanded or requested that the applicant maintain the confidentiality of the information, the applicant shall address the items in Section 2505(a) to the greatest extent possible and shall

explain the demand or request made by the original party and the reasons expressed by the original party.

(2) An improper or incomplete application shall be returned to the applicant with a statement of its defects. The record for which confidentiality was requested shall not be disclosed for 30 ~~fourteen~~ days after return of the application to allow a new application to be submitted except as provided in Section 2507(b).

COMMENT: ~~Section 2505(a) states that failure to request confidentiality at the time a record is submitted is not a waiver of the right to request confidentiality at a later date. However, if the Commission releases a record to a member of the public after it has been submitted but before a request for confidentiality has been received, the Commission cannot thereafter keep the record confidential. *Black Panther Party v. Kehoe*, 42 Cal. App. 3d 645, 656-657, 658, 117 Cal. Rptr. 106, 113, 114 (1974). Thus, timely submission of confidentiality requests is very important.~~

~~(b) Repeated Applications for Confidential Designation.~~

~~If an applicant's prior application for confidential designation of substantially similar information has been granted pursuant to Section 2505 or approved pursuant to Section 2506, an application for confidential designation need contain only a certification, pursuant to Section 2505(a)(7), that the information submitted is substantially similar and that all facts and circumstances relevant to the granting or approval of the application are unchanged. Such an application shall be deemed granted or approved, as the case may be.~~

~~(c) Executive Director's Determination—Records Submitted by Private Third Parties.~~

~~The Executive Director shall, after consulting with the General Counsel and the Information Practices Officer, determine if an application for confidential designation should be granted. An application shall be granted unless the applicant has failed to make any reasonable claim that the Public Records Act or other provision of law authorizes the Commission to keep the record confidential, and that there is a public interest in nondisclosure of the record. The Executive Director or the General Counsel may, within 30 days after receipt of an application, require the applicant to submit any additional information necessary to rule on the application. If the additional information is not submitted within fourteen days of receipt of the request, the Executive Director may deny the application. The Executive Director's determination shall be in writing and shall be issued no later than 60 days after receipt of an application or 30 days after receipt of additional information, whichever is later. If the Executive Director denies the application, the denial may be appealed to the Commission within 30 days.~~

~~After a denial of an application, the information sought to be designated confidential shall not be available for inspection or copying if the applicant files an appeal within the aforesaid 30-day period, and until such appeal shall have been resolved by the Commission.~~

~~In any event, said information shall not be available for inspection or copying for a period of 30 days after the denial of an application.~~

~~COMMENT: — The Information Practices Officer is the Commission employee responsible, pursuant to Section 1798.22 of the Civil Code, for ensuring that the Commission complies with the provisions of the Information Practices Act of 1977 (Chapter 1, Title 1.8, Part 4, Division 3 of the Civil Code, Sections 1798-1798.76).~~

(3) Executive Director's Determination.

(A) The Executive Director shall, after consulting with the General Counsel, determine if an application for confidential designation should be granted. An application shall be granted unless the applicant has failed to make any reasonable claim that the Public Records Act or other provision of law authorizes the Commission to keep the record confidential. The Executive Director or the General Counsel may, within fourteen days after receipt of an application, require the applicant to submit any information that is missing from the application. If the missing information is not submitted within fourteen days of receipt of the request, the Executive Director may deny the application. The Executive Director's determination shall be in writing and shall be issued no later than thirty days after receipt of a complete application.

(B) After a denial of an application, the information sought to be designated confidential shall not be available for inspection or copying for a period of fourteen days, or, in the event that the applicant files an appeal with the Commission, within fourteen days of the Commission decision on the appeal, provided however, that any request to copy or inspect a document which is the subject of a pending application shall be processed in accordance with the provisions of Sections 2506 and 2507(b). An appeal shall be filed within fourteen days of the Executive Director's decision and the Commission shall issue a decision on the appeal within four weeks of the filing of the appeal.

(4) Repeated Applications for Confidential Designation. If an applicant's prior application for confidential designation of substantially similar information has been granted pursuant to Section 2505, an application for confidential designation need contain only a certification, pursuant to Section 2505(a)(1)(G), that the information submitted is substantially similar and that all facts and circumstances relevant to the granting or approval of the application are unchanged. Such an application shall be approved.

~~—(d)— Appeal from Executive Director's Denial of Application for Confidential Designation. An Appeal from an Executive Director's denial for confidential designation shall be handled in the same manner as provided in Section 2506(c) and (d) of these regulations.~~

~~—(e)— Executive Director's Determination—Other Records. The Executive Director may, after consulting with the General Counsel, determine that a record not submitted by a private~~

~~third party should be kept confidential. The determination shall be in writing and may be appealed to the Commission within 30 days.~~

~~COMMENT: This subsection applies to records produced at the Commission, submitted by persons under contract to the Commission, and received from other agencies. In the case of information to be submitted by a person under contract to the Commission, the Public Adviser will attempt to inform potentially interested members of the public before the contract is approved by the Commission or the Executive Director. Neither the Commission nor the Executive Director will entertain requests for confidential treatment from any person under contract to the Commission after the contract has been approved.~~

~~— (f) — Every three months the Executive Director shall prepare a list of applications submitted and the Executive Director's determinations made during the previous three months. The Executive Director shall give the list to each Commissioner.~~

(5) Automatic Designation. Information submitted by a private third party shall be treated as confidential without an application for confidentiality where the requirements enumerated in subsections (a)(5)(A) and (B) of this section are met. Failure to meet these requirements shall result in the Executive Director returning the submittal to entity submitting it.

(A) The entity submitting the information shall label each individual item of the submittal that is entitled to confidential treatment.

(B) The entity submitting the information shall attest under penalty of perjury, that the information submitted has not been previously released and that it falls within one of the following categories:

(i) Information derived from energy consumption metering, energy load metering research projects, or energy surveys conducted by mail, telephone or on-site inspection, provided that automatic designation shall be limited to energy consumption information and customer identification information, including name, account number, address, city, county, zip code, or SIC code which, when submitted concomitantly, would allow a third party to determine the energy use related characteristics of an individual customer.

(ii) Records of Native American graves, cemeteries, and sacred places maintained by the Native American Heritage Commission.

(iii) All information provided by a system operator to the Commission under the provisions of Public Utilities Code section 398.3(b).

(b) Other Public Entities. When another state or local agency possesses information pertinent to the responsibilities of the Commission that has been designated by that agency as confidential under the Public Records Act, the Commission may request and the



agency may submit the information to the Commission without an application for confidential designation. The Commission shall treat this information as confidential.

(c) Commission Documents

(1) The Executive Director in consultation with the Chief Counsel, may determine that information generated by Commission staff is entitled to confidential treatment under the Public Records Act. Such information shall be treated as confidential without an application for confidential designation, but such determination shall be summarized in the agenda for the next Business Meeting. Any private third party or other public entity may request to inspect or copy such records by filing a petition pursuant to section 2506.

(2) Contracts and Proposals

(A) Information received by the Commission in response to a solicitation shall be kept confidential by the Commission and its evaluators prior to the posting of the notice of the proposed award. The solicitation document shall specify what the proposal may contain in the way of confidential information and how confidential information will be handled after the posting of the notice of the proposed award.

(B) The Executive Director, in consultation with the Chief Counsel, may determine that certain information to be submitted under a contract is entitled to confidentiality in accordance with the Public Records Act or other provisions of law. Such a determination and its basis shall be in writing and contained in the contract governing the submittal of the information or in a separate statement. Any such contract or written statement shall also state exactly what information shall be entitled to confidential designation, how long it shall remain confidential, the procedures for handling the information, and all other matters pertinent to the confidential designation of the information.

(d) All documents eligible for confidential treatment pursuant to this section shall be treated as confidential by the Commission except as provided in Section 2507.

Note: Authority cited: Section 25218(e), Public Resources Code; and Section 6253(a), Government Code. Reference: Section 398.3, Public Utilities Code, Sections 25223, 25321, and 25364, Public Resources Code.

**~~§ 2506.—Request for Inspection or Copying of Confidential Records~~**

~~—(a)—Form of Request. A request for inspection or copying of any confidential record shall be a written petition to the Commission. It shall state either:~~

~~—(1)—the reasons why the public interest in disclosure is such that the Commission should release the record, if the petitioner believes the Executive Director, or the Commission on appeal,~~

~~correctly determined that the Public Records Act or other provision of law authorizes confidentiality; or~~

~~—(2)— the reasons why the petitioner believes the Executive Director's determination, or the Commission's on appeal, was incorrect.~~

~~—(b)— Executive Director's Reconsideration.~~

~~—(1)— If the petition is for inspection or copying of a record received from a private third party, a person under contract to the Commission, or another government agency, the Executive Director shall request permission from the private third party, person, or agency, as the case may be, to release the record. If permission is not given, the petition shall be heard by the Commission pursuant to subsections (c) and (d) of this section.~~

~~—(2)— If the petition is for inspection or copying of a record produced at the Commission, the Executive Director shall reconsider his or her original decision designating the record confidential. If the Executive Director determines that the record should not be released, the petition shall be heard by the Commission pursuant to subsections (c) and (d) of this section.~~

~~—(c)— Commission Hearing.~~

~~—(1)— The Chairman shall schedule a hearing on the petition at the next practicable Commission business meeting after the petition is received, considering the need to collect and examine the records in question, the number of records requested, other pending requests, and the need to obtain additional information.~~

~~—(2)— When a record is confidential because of an application from a private third party a copy of the petition shall be sent to such person.~~

~~—(3)— The Commission or the General Counsel may request additional information necessary to rule on the petition from the applicant or the petitioner. If the additional information is not received by the Commission within fourteen days of receipt of the request, the Commission may deny the application.~~

~~—(4)— The petitioner and applicant shall be given notice and an opportunity to be heard at the hearing on the petition. Failure of either party to appear is not a waiver of the petition or application.~~

~~—(5)— At the hearing, the Commission shall allow oral argument and may allow presentation of evidence. Any evidence shall be in writing and served no later than 10 days before the hearing, on the Commission, the petitioner, the applicant, and any other person who requests such~~

~~service. If evidence is presented, reasonable cross-examination shall be allowed. The Information Practices Officer, Executive Director, and General Counsel may participate in the hearing.~~

~~—(d)— Commission Decision.~~

~~—(1)— Procedure.~~

~~—The Commission's decision shall be based on the petition and application, the oral argument, and any evidence presented. If the Commission determines that the record is not exempt from the disclosure requirements of the Public Records Act, or that it is exempt but that the record should nevertheless be disclosed, it shall issue an order that the record be disclosed. If the record is one for which confidential treatment was requested by a private third party, the order to disclose the record shall not be effective until thirty days after the order is issued to allow the applicant to seek judicial review; however, the order shall be final upon issuance and shall not be subject to reconsideration. If the Commission determines that the record is exempt from disclosure and should not be disclosed, an order to that effect shall be issued; such order is final and effective upon issuance.~~

~~—(2)— Criteria for Decision.~~

~~—(A)— The Commission shall not disclose any record whose disclosure is prohibited by law.~~

~~—(B)— The Commission shall disclose any record which is not authorized by law to be kept confidential.~~

~~—(C)— The Commission shall disclose any record exempted from disclosure by Section 6254(a) of the Government Code unless the public interest in nondisclosure clearly outweighs the public interest in disclosure.~~

~~—(D)— The Commission shall disclose any record exempted from disclosure by Section 6254(c) of the Government Code unless disclosure would constitute an unwarranted invasion of personal privacy.~~

~~—(E)— The Commission shall disclose any record exempted from disclosure by Section 6254(i) of the Government Code unless disclosure would result in an unfair competitive disadvantage to the person supplying the information.~~

~~—(F)— The Commission shall disclose any record exempted from disclosure by Sections 6254(b), 6254(d), 6254(e), 6254(f), 6254(g), 6254(h), 6254(j), 6254(k), 6254(l), 6254(m), or 6254(n) of the Government Code unless the public interest in nondisclosure outweighs the public interest in disclosure.~~

~~—(G)— The Commission shall disclose any other record unless the public interest in nondisclosure clearly outweighs the public interest in disclosure.~~

~~— In weighing the public interests in disclosure and nondisclosure, the Commission shall consider whether the record has played or will play a part in a Commission decision, whether the public interest in disclosure could be served by presenting the information in an alternate form which lessens the harm to the applicant, the extent to which disclosure would affect the Commission's ability to obtain information in the future, the probability and extent of harm to be suffered by the applicant if the record is disclosed, and other relevant factors.~~

~~COMMENT: — The Public Records Act establishes a general rule that public records shall be disclosed to any person upon request. (Government Code Sections 6250, 6253.) In Section 6254 the Act sets forth a number of exemptions, for specified types of records, from this general requirement of disclosure. The courts have declared that these exemptions "are permissive, not mandatory; they permit nondisclosure but do not prohibit disclosure." Black Panther Party v. Kehoe, 42 Cal. App. 2d 645, 656, 117 Cal. Rptr. 106, 113 (1974). That is, even though a record is exempted from disclosure by one of the specific provisions of Section 6254, the Commission has the discretion to release the record. The law on this subject indicates that the Commission should exercise this discretion by withholding records only when the public interest in nondisclosure outweighs the public interest in disclosure. 53 Ops. Cal. Atty. Gen. 136, 143 (1970); Black Panther Party v. Kehoe, 42 Cal. App. 3d 645, 656, 117 Cal. Rptr. 106, 113 (1974); Uribe v. Howie, 19 Cal. App. 3d 194, 206-207, 209-211, 96 Cal. Rptr. 493, 500, 502-504 (1971). Section 2506(d)(2)(F) of the regulations implements this principle.~~

~~— Government Code Sections 6254(a), 6254(c), and 6254(i) contain somewhat different tests for determining whether a record exempted by one of these Sections should be disclosed. Sections 2506(d)(2)(C), 2506(d)(2)(D), and 2506(d)(2)(E) of the regulations implement those tests. Many public records are not covered by any of the specific exemptions in Section 6254 of the Government Code. Section 6255 states that the Commission may withhold any such record only if the public interest in nondisclosure clearly outweighs the public interest in disclosure. Section 2506(d)(2)(G) of the regulations reflects this rule.~~

~~—(e)— List of Records Determined to be Confidential. The Executive Director shall maintain a list of records the Commission orders held confidential pursuant to Section 2506(d). Any petition for such information shall be deemed denied unless the petitioner alleges changed circumstances which require a reversal of the Commission's previous order. A petition for such information shall be returned to the petitioner with a copy of the Commission's previous order, a copy of these regulations, and an explanation of the requirement to show changed circumstances. An amended petition may be submitted.~~

~~NOTE: Authority cited: Sections 25213 and 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Sections 25223 and 25321, Public Resources Code and Sections 6250-6261, Government Code.~~

**§ 2506 Petition for Inspection or Copying of Confidential Records.**

(a) Form of Petition. A petition for inspection or copying of any confidential record shall be written, and shall be served on the Chief Counsel. It shall state the facts supporting a conclusion that the Commission should disclose the confidential record.

(b) Delegation of Commission Decision to the Chief Counsel.

(1) The decision of the Commission on a petition for inspection or copying of confidential records is delegated to the Chief Counsel.

(2) If the petition is for inspection or copying of a record received from a private third party, a person under contract to the Commission, or another government agency, the Chief Counsel shall, within one day of service of the petition, provide both a copy of the petition to the person or entity that submitted the information and a written request for written approval of release of the record. Any party not wishing to give permission for the record's release may supplement the initial application for confidential designation, if any, or provide any additional information within five working days of the receipt of the request for permission. Failure to respond to the Chief Counsel's request to release the record shall not be deemed consent for release.

(3) The Chief Counsel shall issue a decision on the petition within ten days of its service on the Chief Counsel, unless unusual circumstances renders such a decision impossible, in which case the Commission will notify the petitioner of the need for an extension within ten days of the filing of the petition. Such extension shall not exceed ten working days. Any party may request that the full Commission reconsider the Chief Counsel's decision. Any such request shall be filed within fourteen days of the issuance of the Chief Counsel's decision, and shall be decided by the Commission within four weeks of the filing of the appeal.

(4) A decision that a record should be disclosed shall ordinarily be effective fourteen days after issuance, although an earlier effective date may be specified in unusual circumstances, consistent with maintaining the opportunity of the person originally submitting the information to prevent its release by requesting reconsideration or appealing the decision to a court of competent jurisdiction. A decision that the record is exempt from disclosure shall be effective immediately.

(c) List of Records Determined to be Confidential. The Executive Director shall maintain a list of records the Commission orders held confidential pursuant to this section. Any petition for such information shall be deemed denied unless the petitioner alleges changed circumstances which require a reversal of the Commission's previous order. A petition for such information shall be returned to the petitioner with a copy of the Commission's previous order, a copy of

these regulations, and an explanation of the requirement to show changed circumstances. An amended petition may be submitted.

**§ 2507. Disclosure of Confidential Records.**

(a) No confidential record shall be disclosed except as provided by this section or Section 2506, unless disclosure is ordered by a court of competent jurisdiction.

(b) No record which is the subject of a pending application shall be disclosed except as provided by this section or Section 2506 and any request to copy or inspect a document which is the subject of a pending application shall be processed in accordance with the provisions of Section 2506.

(c) The Executive Director may disclose records determined confidential pursuant to Section 2505 or Section 2506 to:

(a<sub>1</sub>) Commission employees whose Commission work requires inspection of the records.

~~COMMENT: All Commission employees are required to sign an agreement forbidding disclosure of trade secrets or other confidential records.~~

(b<sub>2</sub>) Persons under contract to the Commission whose work for the Commission requires inspection of the records and who agree in a contract to keep the records confidential.

(e<sub>3</sub>) Other governmental bodies which have a need for the records related to their official functions and which agree to keep the records confidential and to disclose the records only to those employees whose agency work requires inspection of the records. —On behalf of the Commission the Executive Director may request and agree to maintain the confidentiality of other agencies' confidential records.

~~—(d) Any person, provided that the Executive Director has masked or aggregated the information in the manner indicated by the applicant pursuant to Section 2505(a)(5), or provided the applicant has otherwise consented in writing to the disclosure.~~

(4) Other entities who have entered into an agreement with the Commission to keep the records confidential.

(d) The Executive Director may release records designated confidential if the information has been masked or aggregated to the point necessary to protect confidentiality.

(i) Aggregations of energy use must consist of data from three or more consumers and no customer may constitute more than 60 percent of the aggregated total.

(ii) Aggregation of specific responses to questions in energy surveys must consist of three or more responses, although specific responses of residential customers to energy surveys may be released if the submitted information does not include the customer's name, address, or account number.

(e) The Executive Director may release records previously designated confidential in either of the following circumstances:

(i) upon receipt of written permission for such release from all entities who have the right to maintain the information confidential; or

(ii) under any other circumstances in which the information is no longer entitled to confidential treatment. In the latter case, the Executive Director shall provide notice to the person who originally submitted the information of his or her intent to release the information. An appeal may be filed with the Commission within fourteen days of the notice and the Commission shall issue a decision on such an appeal within four weeks of its filing.

(ef) The Executive Director shall advise consult with the private third party to whom the confidential designation belongs of about the disclosure to persons in subsections (b), (c) and (d) of this section of records determined confidential pursuant to Section 2505 or Section 2506.

NOTE: Authority cited: Section 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Section 25223, Public Resources Code.

**~~§ 2508.—Pending Requests for Confidentiality.~~**

~~—All petitions, requests, and other expressions of a desire that the Commission maintain particular records confidential, including but not limited to petitions pursuant to Section 25321 of the Public Resources Code, which have submitted to the Commission before the effective date of this article, are deemed granted pursuant to Section 2505. All other provisions of this article, including 2506, are applicable to such records.~~

~~NOTE: Authority cited: Section 25213 and 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Sections 25223 and 25231, Public Resources Code.~~

**§ 2509. Security of Confidential Records.**

The Executive Director is responsible for maintaining the security of confidential records and records determined by the Commission to be unavailable pursuant to Sections 2505 and 2506.

NOTE: Authority cited: Sections 25213 and 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Section 25223, Public Resources Code.

**§ 2510. Delegation of Authority and Responsibilities.**

The Executive Director may delegate any of his or her authorities or responsibilities under this Article to any Division Chief.

NOTE: Authority cited: Sections 25213 and 25218(e), Public Resources Code and Section 6253(a), Government Code. Reference: Section 25223, Public Resources Code.

**~~§ 2511. Information Practices Act.~~**

~~— Nothing in this article shall be interpreted or applied in a manner inconsistent with the Information Practices Act of 1977 (Chapter 1, Title 1.8, Part 4, Division 3 of the Civil Code, Sections 1798-1798.76). In particular, notwithstanding any other provision of this Article:~~

~~— (a) — Personal information contained in individual employment or medical files, or other personal information which would clearly be disparaging of or threatening to the reputation or rights of an individual other than a state employee acting in his or her official capacity, shall not be publicly disclosed.~~

~~— (b) — Any individual may obtain any record containing personal information concerning him or her which is accessible pursuant to the provisions of the Information Practices Act of 1977.~~

~~— For purposes of this section, the definitions of "individual" and "personal information" in Sections 1798.3(b) and 1798.3(f) of the Civil Code shall apply.~~

~~COMMENT: — Subsections (a), (b), and (c) implement Sections 1798.24(g), 1798.60, and 1798.70 of the Civil Code. They are not necessarily a complete list of the relevant restrictions of the Information Practices Act of 1977. The Commission's Information Practices Office is available to answer questions about the Commission's implementation of that Act.~~

~~NOTE: Authority cited: Section 25218(e), Public Resources Code. Reference: Section 25223, Public Resources Code and Section 1798.70, Civil Code.~~